



INTERNAL UNION APPLICANTS WILL BE GIVEN FIRST CONSIDERATION

DATE: 09/09/13
STATUS: Regular, Full Time
SALARY RANGE: \$32,618.66 - \$40,253.32
TITLE: TRIAL COURT CLERK II
GRADE: 16
UNION AFFILIATION: AFSCME 2733 Family Division - Juvenile Center

JOB SUMMARY:

Under the direction of a higher classified employee, establishes case files and records, schedules court proceedings; records court proceedings. Is responsible for preparing and processing documents and official records of court proceedings; exercises initiative and independent judgment in recording courtroom activities; provides technical and often confidential office support to the judicial officer to which assigned.

EXAMPLES OF DUTIES

Essential Duties:

- Receives, examines and processes various legal documents such as court orders, tickets, petitions, motions, warrants and pick-up-orders.
- Reviews court documents; identifies inaccurate, inconsistent and unclear codes or information.
- Processes court actions involving pick-up-orders, subpoenas, summons, etc.
- Distributes orders and warrants to law enforcement agencies and recalls in accordance with policy.
- Prepares and maintains documents and exhibits; files legal documents and related materials, retrieves and delivers files and documents to appropriate court staff requesting documents.
- Verifies, codes, edits, enters and retrieves data.
- Answers telephones, screens callers, takes and relays messages, refers callers to the correct party; assists callers and walk-ins by referring them to sources of information and answers pertaining to hearings, court programs, and policies.
- Prepares and distributes correspondences, reports, forms, and legal documents.
- Composes short letters and generates computer form letters.
- Attends hearings as assigned and compiles a record of courtroom proceedings.
- Swears in witnesses and interpreters and administers oaths.
- Prepares and sends abstracts to the Department of Motor Vehicles.
- Performs general office support activities such as opening, sorting and distributing mail, and processing

- outgoing mail.
- Operates a variety of office machines.
- Empanels juries by preparing jury list, swearing in potential jurors, mixing and pulling name slips, recording challenges, and administering oath of acceptance to selected jurors. Records jury attendance.
- Prepares jury for deliberations and selects non-voting jurors. On return of jury, inquires who is foreman and what verdict has been decided. Polls jury as requested.
- Issues writs, warrants and wage assignments on order of court. Prepares, processes, checks and files judgments.
- Notifies various other court employees of verdicts and sentencing dates.
- Maintains judge's files, records pretrial hearings and types orders and other records as assigned.
- Prepares and distributes notices of hearings.
- Checks in juveniles, attorneys, parents, caseworkers and others, appearing for hearings.
- Prepares case files, enters demographic and case documentation into the file and computer.
- Pulls case files for hearings and for the use of court staff and the public. Ensures files are complete and ready for hearings.
- Performs other related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

EMPLOYMENT QUALIFICATIONS

Knowledge of:

- Clerical and standard office procedures and practices
- Filing and record keeping principles and practices
- Correct grammar, spelling and punctuation
- The operation of standard office equipment
- Basic legal and juvenile justice terminology, forms, documents and procedures.

Skill in:

- Court recording and operating a computer

Ability to:

- Perform clerical work and to make routine procedural decisions with limited supervision
- Learn court programs, policies and procedures
- Read, research and apply rules and regulations
- Prepare simple correspondence; maintain detailed and accurate records
- Communicate orally and in written form in a clear concise manner

PHYSICAL DEMANDS

- Ability to sit at desk for long periods in front of a computer.
- Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a VDT screen and hearing and speech sufficient to communicate in person or over the telephone.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

LICENSES AND CERTIFICATION

- Possession of or eligibility to obtain certification by the Supreme Court as a Certified Electronic Operator (CEO).
- Certification must be obtained within six (6) months of date of hire to retain position.
- Certification must be maintained or kept current in accordance with Supreme Court regulations.

EDUCATION

- Possession of a high school diploma with courses taken in typing and office procedures.
- Professional Development courses or equivalent training in communication.
- One or two year vocational/technical school degree in addition to high school preferred.

EXPERIENCE

- Three years of clerical office experience, including two years progressively responsible experience in a court or court environment as a clerk or recorder.
- Prior to applying, applicants must satisfactorily complete the clerical exam and a typing test at 45 WPM.

NOTE: Clerical and data entry test scores must be updated every two (2) years.

The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills and abilities to perform the job, should be considered.